



APPLICATION FOR MORTGAGE CONTINUING EDUCATION COURSE

Division of Real Estate
PO Box 146711
Salt Lake City, UT
84114-6711
(801) 530-6747

OBJECTIVE: THROUGH EDUCATION, THE LICENSEE SHALL BE REASONABLY CURRENT IN MORTGAGE LENDING AND SHALL HAVE IMPROVED ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE MORTGAGE CONSUMER, THEREBY MEETING THE MORTGAGE COMMISSION'S PRIMARY OBJECTIVE OF PROTECTION OF AND SERVICE TO THE PUBLIC.

A. TITLE OF THE COURSE OFFERING _____

B. NAME OF SPONSOR _____ DATE _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

C. COORDINATOR/DIRECTOR _____ PHONE _____

ADDRESS (If different from above) _____

CITY _____ STATE _____ ZIP _____

D. OWNERS OF THE ENTITY PROVIDING THE COURSE (If different from above)

NAME _____ PHONE _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

NAME _____ PHONE _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

E. INCLUDED WITH THIS APPLICATION IS THE FOLLOWING (use separate sheets where necessary):

- ☐ The Course Curriculum (including course outline)
- ☐ An Instructor Certification Application form and \$50 fee for each instructor who will teach the course; OR the certification number if an already certified instructor
- ☐ Non-refundable application fee of \$70.00 payable to the Division of Real Estate
- ☐ A sample of the completion certificate bearing all appropriate information [see Rule 208.10.3 (l-m)]

Instructors to be used:

Name Cert. # Exp. date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. I agree to allow the course to be randomly audited on an unannounced basis by the Division or its representative. I also agree to not market for a specific company, professional service, or personal sales products.

(Signed) Course Coordinator/Director

Please allow 60 days from the date of application before scheduling your course.

Please remember that Utah law requires a course provider to retain attendance records for a minimum of three years.

OFFICE USE ONLY

Received _____ Reviewed _____

Division Action _____ ☐ Approved ☐ Denied

CE Hours _____ Cert. # _____

Expiration Date _____ By _____
Initials

COURSE CURRICULUM FOR MORTGAGE CONTINUING EDUCATION

A. TITLE OF COURSE _____

COURSE SPONSOR _____ DATE _____

B. DESCRIPTION OF COURSE:

☐ Seminar ☐ Conference ☐ Correspondence ☐ Distance Education ☐ Other _____

C. DATE(S) OF COURSE: _____ HOURS OF CREDIT REQUESTED _____

LOCATION: ADDRESS _____ CITY _____
(Please list additional presentations on separate sheet.)

D. DESCRIPTION OF THE PROCEDURE FOR PREREGISTRATION: _____

E. TUITION/REGISTRATION FEE WILL BE \$ _____ THE CANCELLATION/REFUND POLICY IS: _____

F. DESCRIPTION OF PROCEDURE FOR MAINTAINING CONTROL OF ATTENDANCE DURING CLASS TIME
(N/A FOR DISTANCE EDUCATION):

G. DESCRIPTION OF MATERIALS TO BE DISTRIBUTED:

H. HOW WILL THIS COURSE IMPROVE THE LICENSEE'S ABILITY TO PROVIDE GREATER PROTECTION AND SERVICE TO THE PUBLIC?

I. IF THE COURSE APPLICATION IS FOR APPROVAL OF A DISTANCE EDUCATION COURSE (AS DEFINED IN RULE 162-208.8.), PLEASE INCLUDE THE FOLLOWING INFORMATION:

☐ Procedure for verification of students' successful completion of the course, AND

☐ Procedure for verification of students' ability to print course completion certificate.

1. The licensee will be able to
2. The licensee will be able to
3. The licensee will be able to
4. The licensee will be able to
5. The licensee will be able to

M. **COURSE OUTLINE.** Describe in detail the components of the course by breaking it down into subject areas of no greater than 30 minutes (more detail is acceptable). What will be the method of instruction or teaching technique used for each area (lecture, slides, group involvement, videotape, etc.)? If this section is NOT completed, your application will be returned without review. If you wish, you may provide this information on a computer generated sheet. Distance Education course applications need not include the 30 minute breakdown, however, you must submit a copy of the course curriculum including a course outline.

[illegible]

M. COURSE OUTLINE (continued)

Length in Time
(no greater than
30 min. segments)

Teaching Technique

Subject Matter Segment and Description

[illegible]